31 August 1999

Original: English

Committee on Conferences
Substantive session

Estimated cost to the Secretariat of holding a three-day session of the Committee on Conferences in Nairobi

As requested by the Committee on Conferences at its 419th meeting, below is an estimate of the cost to the Secretariat of holding a three-day session of the Committee in Nairobi. It is assumed that the Committee would meet from a Wednesday to a Friday, that editing and translation services would be provided remotely from Headquarters and that reproduction, distribution and meeting room services would be provided by the United Nations Office at Nairobi at no additional cost.

On that basis, the staffing requirements for the session and the related costs (rounded) would be as follows:

(a) Round-trip travel New York-Nairobi-New York and daily subsistence allowance for five days for three staff members (who would have to spend a full working day at the United Nations Office at Nairobi prior to the opening of the session in order to finalize the preparations):

1 Senior official of the Department of General Assembly Affairs and Conference Services

1 Secretary of the Committee

1 Assistant Secretary of the Committee

$22 000

(b) Round-trip travel New York-Nairobi-New York and daily subsistence allowance for four days for 12 staff members, as follows:

11 interpreters (3 Arabic, 2 English, 2 French, 2 Russian, 2 Spanish);

1 report writer;

$85 000

Total (a) + (b):

$107 000

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